Excellence in Health and Safety Awards 2014
Introduction

We are now into the fourth year of our Excellence in Health and Safety Awards. The first year set the bar high and the standard has been increasing ever since. In 2013 we updated our vision to ‘zero incidents, zero harm, zero compromise: keeping you healthy and safe, every day at work’, putting renewed emphasis on delivering in health and safety on a daily basis.

Unlike previous years, we’ve decided to separate out the awards ceremony from the health and safety conference. This year it will be an evening event to give the winners and runners-up an opportunity to really celebrate their success.

You all have your zero compromise cards and I am committed to my statement “your safety, health and wellbeing are the most important things to me”. It is therefore very important to recognise those who go above and beyond what is expected of them, are always taking a zero compromise approach and strive to achieve the best in health and safety.

We’ve reviewed and made some updates to the award categories for 2014 so please read the entry criteria carefully. As in previous years, the awards are open to all contractors, suppliers, consultants and Thames Water staff working for us or on our behalf.

I will work with external judges as part of the final judging panel to decide the winning entries. As always, I’m looking forward to reading the entries and hearing even more of the great work you’ve all been doing.

Make sure you submit your entries before the closing date of 31 January 2014. This is your opportunity to highlight and reward all the hard work being undertaken in your area to help achieve our vision.

Martin Baggs
Chief Executive Officer, Thames Water
November 2013
Thames Water’s Excellence in Health and Safety Awards are designed to recognise achievements and excellence in work-related health and safety performance. They are awarded annually to those who make a significant contribution to the improvement of health and safety. The awards are open to all Thames Water employees, contractors, consultants and suppliers working for us and on our behalf.

The awards aim to:

- Motivate individuals and teams to improve their overall health and safety performance
- Recognise and celebrate occupational health and safety achievement, to reinforce great behaviour
- Encourage positive role models so that people learn from each other
- Reinforce that we are collectively working towards achieving triple zeros every day, as one team with one vision

Awards will be judged by the quality of your submission, with additional supporting evidence. We will consider the effectiveness of your health and safety management system along with your health and safety performance.

The award categories

We’ve reviewed the award categories this year and made some changes. Entries must cover work carried out during the calendar year 2013. The seven entry categories are:

- Excellence in health and safety performance
- Best practice in health and safety collaboration
- Best health and safety achievement
- Health and wellbeing initiative of the year
- Innovation of the year
- Health and safety in planning and design
- Young person of the year
Judging

Entries will be judged by a panel including highly experienced, independent health and safety experts and chaired by Thames Water’s Chief Executive Officer, Martin Baggs.

One winner will be selected in each award category (team or individual). Shortlisted entries will be recognised as highly commended.

For each award, in addition to the materials submitted, the awards panel may conduct a site visit to the entrants shortlisted to verify their submissions.

The awards will be presented in an evening ceremony on 19 June 2014.

Recognising excellence

These awards are all about recognising the best work-related health and safety practice and performance by anyone working for, or on behalf of, Thames Water. We are the UK’s largest water company, running one of the country’s biggest investment programmes, and we are proud to recognise the contributions made by both our contractors and staff in delivering this work in both a healthy and safe way.
Excellence in health and safety performance

This award is open to joint ventures, individual companies and teams. In deciding the winning and runner-up entries, we will take account of a range of performance indicators. These include measures of effective health and safety management such as:

- Substantial lost time injury free runs – for example, six months, one year, half a million man hours
- Total days lost due to work-related sickness absence
- Quantitative evidence of improvement – for instance, from active monitoring of compliance with key control measures, near-miss reporting, monitoring of environmental conditions, health surveillance, training achievement
- Measures taken to manage key areas of risk, such as occupational road safety, site transport, occupational health, excavations, working at height, service strikes, manual handling, stress, slips, trips and falls

We will wish to see evidence of implementation of processes and procedures. These may include examples of:

- Completed risk assessment forms
- Training course (topics and attendance) records
- Safety committee minutes
- Injury and incident investigation reports (with ‘identifiers’ deleted)
- Remedial actions ‘signed off’
- Health surveillance records and absence management data collection

Award for the winning entry

The winner of this category will receive a specially-commissioned award and donation of £500 to a charity of their choice. Those shortlisted will be invited to attend the awards ceremony, in June 2014, where the winners will be announced and prizes given.
Best practice in health and safety collaboration

This award is for any team or group of individuals who have demonstrated improved health and safety performance by working collaboratively and co-operatively together.

This category is about how well people work together. We will be looking for examples of engagement with other parties and entries that can demonstrate the benefits of collaborative working, whether it be with other companies, teams, sites or projects.

In deciding the winners, we will consider to what extent your example of collaboration and co-operation has helped in the promotion of health and safety. We will look for:

- Commitment and involvement from the various teams
- Examples of health and safety benefits, such as hazard and risk reduction

In assessing the entries, we will require evidence and measurement that demonstrates effective collaboration between the relevant parties.

Award for the winning entry

The winner of this category will receive a specially-commissioned award and donation of £500 to a charity of their choice. Those shortlisted will be invited to attend the awards ceremony, in June 2014, where the winners will be announced and prizes given.
Best health and safety achievement

The winners of this award will be the joint venture, company, team or site that has achieved over and above what’s expected in health and safety and made a significant impact.

We will look across the year and take into account:

- Quantitative evidence of achievement(s) with reference to indicators such as results from active monitoring of compliance with key control measures, near-miss reporting, monitoring of environmental conditions, health surveillance and training achievements
- Proactive measures taken to manage key areas of risk, such as occupational road safety, site transport, excavations, working at height, service strikes, manual handling, stress, slips, trips and falls

Entries should include evidence of effective implementation of processes and procedures, for example:

- Completed risk assessment forms
- Training course (topics and attendance) records
- Safety committee minutes
- Injury and incident investigation reports (with ‘identifiers’ deleted)
- Remedial actions ‘signed off’
- Health surveillance records and absence management data collection

Award for the winning entry

The winner of this category will receive a specially-commissioned award and donation of £500 to a charity of their choice. Those shortlisted will be invited to attend the awards ceremony, in June 2014, where the winners will be announced and prizes given.
Health and wellbeing initiative of the year

This award will recognise an initiative which has made significant contribution to improving standards of health and wellbeing, such as a health awareness campaign or targeted health improvement activity. It is open to joint ventures, companies and teams.

In deciding the winners, the panel will consider how the initiative has helped to improve health and wellbeing. We are looking for initiatives that:

- Deliver tangible health and wellbeing benefits
- Adopt a pro-active approach to improving employee health and wellbeing
- Are innovative, using a new further developed message of achieving better health and wellbeing
- Demonstrate employee engagement
- Show leadership commitment

In assessing the entries the panel will wish to see examples of working documents that demonstrate effective implementation including:

- Outline of the initiative and key objectives
- Communication/implementation plan
- Evidence of any new policy/process/practice related to the initiative
- Outcomes from evaluation and employee feedback activities
- Where appropriate metrics including – absence management data, injury/incident figures

Award for the winning entry

The winner of this category will receive a specially-commissioned award and donation of £500 to a charity of their choice. Those shortlisted will be invited to attend the awards ceremony, in June 2014, where the winners will be announced and prizes given.
Innovation of the year

In deciding the winner and runner-up entries, we are looking for innovative solutions which deliver benefits in health and safety practice.

The award will be given to a joint venture, individual company, team or individual who can demonstrate significant improvement as a result of using a new health and safety device or new equipment.

We will take account of how the innovation has helped to promote health and safety, and will look for evidence that it:

- Delivers tangible benefits to health and safety including cost and risk reduction
- Shows originality
- Demonstrates employee engagement
- Shows leadership commitment
- Is practical

In assessing the entries, the panel will require examples of working documents that demonstrate effective implementation of the innovation.

Award for the winning entry

The winner of this category will receive a specially-commissioned award and donation of £500 to a charity of their choice. Those shortlisted will be invited to attend the awards ceremony, in June 2014, where the winners will be announced and prizes given.
Health and safety in planning and design

Good planning and design have always fully considered health and safety from the outset. Planners and designers embrace health and safety issues and remain key players in ensuring effective health and safety management.

This award will recognise those who have made a significant planning and/or design contribution to risk management, through providing solutions that are safer to build and operate. It is open to joint ventures, individual companies, teams and individuals.

In deciding the winners, the judging panel will be looking for:

- Delivered plans/designs which challenge and improve existing standard design solutions
- Implemented measures that promote the importance of considering health and safety within design teams
- Original design ideas that clearly demonstrate health and safety is at the forefront of design considerations
- Evidence of design outputs that have significantly reduced the hazards associated with the structure/process during its lifecycle

In assessing the entries, the panel will require examples of documents that demonstrate effective implementation of the measures/design solution, together with evidence of the improvements made.

Award for the winning entry

The winner of this category will receive a specially-commissioned award and donation of £500 to a charity of their choice. Those shortlisted will be invited to attend the awards ceremony, in June 2014, where the winners will be announced and prizes given.
Young person of the year

The winner of this award will be an individual aged under 26 who has shown an exemplary approach to health and safety and is a genuine ‘safety leader’ and role model. Entries are invited from anyone who wishes to nominate a young person for this category.

Entries should provide evidence of how the young person is:

- Influencing others’ behaviour to deliver tangible results
- Demonstrating passion for improving health and safety
- Showing willingness to go the extra mile

This award recognises how a particular individual can positively influence an organisation’s health and safety culture.

Award for the winning entry

The winner of this category will receive a specially-commissioned award and donation of £500 to a charity of their choice. Those shortlisted will be invited to attend the awards ceremony, in June 2014, where the winners will be announced and prizes given.
How to enter

- Entry forms are available on the health and safety hub at www.healthandsafetyhub.co.uk.
- We require 10 hard copies of your full submissions, complete with supporting evidence. We also require a copy of your full entry to be sent to us electronically.
- Electronic copies should be sent to: healthsafetyandenvironment@thameswater.co.uk.
- The 10 hard copies must be hole-punched down the left hand margin
- Please keep each individual hard copy together with a paper clip or bulldog clip. Do not staple your entries to keep them together.
- Please send the hard copies to Georgie Wilkinson at: Clearwater Court, 2nd Floor East, Vastern Road, Reading, RG1 8DB.
- All hard copy entries must have your company name and category title clearly marked on the back of the envelope.
- If you are entering for more than one award please keep each batch of 10 hard copies in separate envelopes, i.e., if you are entering for health and wellbeing initiative of the year please send 10 copies of your entry in one envelope, separated by paper clips/bulldog clips. If you then wish to enter for another category please put these 10 copies in a different clearly marked envelope.
- The closing date for receiving both electronic and hard copy entries is 31 January at 5pm.
- The winners will be announced at the Excellence in Health and Safety Awards ceremony on 19 June 2014.

Rules of entry

- Projects/campaigns/initiatives must be related to work undertaken on behalf of Thames Water during 2013.
- Each submission must be accompanied by an entry form available at www.healthandsafetyhub.co.uk.
- Each submission is eligible for one award only. Please ensure you choose the most appropriate award for your submission.
- Organisations/individuals may enter for as many awards as they wish, but the content must be relevant to the category concerned and can only be entered for one category.
- Supporting evidence must (including appendices, photos, etc) be a maximum of 20 single sides of A4, minimum size 12 font.
- Your main submission must not exceed 1,000 words.
- Your overall submission must not exceed 5MB.
- If necessary - for example, to demonstrate the use of equipment - up to two minutes of DVD footage may also be submitted. This will also need to be posted to us.
- Entries must be made by both email and by sending 10 hard copies to us.
- We will not accept submissions made on a memory stick.
- Supporting documentation must be easily identifiable.
- Questions should be sent to: healthsafetyandenvironment@thameswater.co.uk

Remember: the judges are looking for quality, not quantity!